# Document Overview

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| DOCUMENT | Vision and Scope Document |
| PROJECT TITLE | Conestoga College Content Migration |
| NAME OF ORGANIZATION | Conestoga College |
| PRIMARY CONTACT | Srdjan Manojlovic |
| PROJECT DESCRIPTION | This project will help Conestoga college which is academic institution in Ontario. As the organization is growing at very fast phase it is getting difficult to manage their content well and will help them to overcome all the existing issues college is facing. This content migration from file share and SharePoint 2013 will make it easy for the organization to manage content and collaborate among departments. |
| PREPARED BY ORGANIZATION | Jade |
| KEY SPONSOR | Conestoga College |
| PRODUCT OWNER | Conestoga College |
| BUSINESS ANALYST | Sukhjeevan Kaur |
| VERSION | 1.0 and 2.0 |
| APPROVED BY | Sukhjeevan Kaur |

# Revision History.

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| --- | --- | --- | --- |
| Version | Date | Changes | Author |
| 1.0 | 21/sept/2020 | Vision and Scope Document | Kartik Velede |
| 2.0 | 21/sept/2020 | Added Scope and limitations, Business context | Amrit Pal Singh |

# Business Requirements

The main aim of this project is to use increase the utilization of Microsoft office 365 products such as SharePoint Online, OneDrive an delve by migrating the all the data ,files and employees from on premise platform which are currently in use to Cloud -platform.

## Background

Below are the some of the problems that are being faced by the client leading us to create this project which solves the needs of the client

1. Organizing file share of department and the permission to those files
2. Access to file shares when user is switched between departments.
3. Updating the structure of file share when changes are done to departments
4. Access of file securely from anywhere
5. Getting the relevant information about all the new files being created and the availability of information to others
6. Increasing number of requests to IT department about file change share changes involves excessive utilization of IT resources.

## Business Opportunity

By increasing the usage of office 365 products such as SharePoint Online, OneDrive, delve by migration of data and by providing proper training to all the employees of every department , Students of the institution on how to make use of existing products will decrease the burden on IT department and solve all the existing issues facing by the client.

## Business Objectives and Success Criteria

**Productivity:** IT department will improve its productivity as the permission request from IT department is diverted to Group owners, hence the time and resources are being saved. Collaboration is being improve which is directly proportional to productivity.

**Flexibility:** Online services will provide data secure mobile accessibility of data outside the organization.

**Scalability:** The changes or modification made to files are readily available to user without being un-recognized.

## Customer or Market Needs

## Business Risks

The following are some of the business risks that are involved in this project

**Dependency on Network:** To have access and to work with data on cloud internet is essential any outrages in network will reduce the productivity in the institution

**Integrity:** Data within the organization is sometime are at greater risks so there is huge chance of data manipulation or malfunction if accessibility of data is given outside the organization.

# Vision of the solution

Migration from local premise to Office with the proper utilization of available sources and by providing training on the various sources will help the client in supporting the growth and demand of the institution and solves the modern problem.

## Vision Statement

To produce improvised performance, easy file sharing that incorporates high technology to client.

## Major Features

**SharePoint online:** SharePoint online will allow the user to access file from anywhere securely i.e. virtual access to files , collaboration among different gets improved, and the SharePoint groups will help in giving the access permission to employees by the Owner.

**OneDrive:** Allow the users to store, access and Share files at one place

**Delve:** This feature allows the employee to know about the file being created and changed in the institution.

**Retention Polices:** A predefined set of policies are prepared based on the business needs to put an end to unused dead data.

## Assumptions and Dependencies

1. Virtual access to files from anywhere.
2. Cross collaboration between the departments will improve
3. Getting rid of unused data which in turn improve the storage space which is every much needed for the rapid growth of the industry.
4. IT department will no longer gets the permission request from the employees of various department for accessibility of files.
5. Changes to files are being visible.

# References

Software Requirement 3rd edition E-Text Book